

## Seniority Report - Report Instructions



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For designated employees, this report provides organizational information, enterprise structure, demographics, months of service, salary, employee status, etc.

Seniority Report

Reporting Period

Personnel Number

**Employment Status** 

Personnel subarea

Employee subgroup

Additional Selection Criteria Work County

Select Layout Variant or leave it blank

Employee group

Personnel area

Selection Criteria

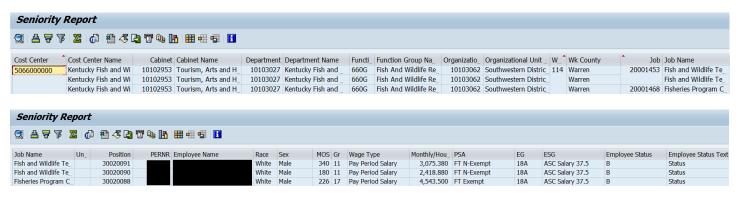
♣ ♣ ➡ ➡ ◆ OrgStructure

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Today

- 1. From the main screen, type transaction code: **ZPAR021**.
- Click the **Enter** button or press **Enter** to continue.
- 3. *Org Structure* Choose the appropriate organizational structure from the selection tree.
- 4. *Reporting Period* Choose a period from the list.
- 5. Work County Identify the required work county if necessary.
- 6. Job Key the needed Job ID or utilize the Multiple Selection icon to select multiple Job IDs.
- 7. Click the **Execute** icon ⊕ or press **F8** to execute the report.
- 8. The report displays. Note: Multiple columns display. The screenshot below provides the complete column output for the three employees within the requested org unit.

Layout



9. Click the **Back** button or press **F3** to exit the report.